



**BILL HASLAM**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**CANDICE MCQUEEN**  
COMMISSIONER

November 17, 2016

Dr. Carolyn Bibbs, Director  
Creative Life Preparatory School  
1222 Riverside Drive  
Memphis, TN 38106-2531

Dear Dr. Bibbs:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Creative Life's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 31, 2016, with the exit date of November 3, 2016. The summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions for Creative Life shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 5, 2016. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required corrective actions within the allotted timeframe may result in potential fiscal action.

Upon receipt of Creative Life's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

**Creative Life Preparatory School (P100)**

**Review ID: 562**

**Exit Conference Date: 11/3/2016**

Review Year: 2017

Month of Review: September

Lead Reviewer: Audra Henderson

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>
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**SFA - Level Findings**

800 - Civil Rights	V-0800	The short statement being used is incorrect.	Use the correct short statement and provide documentation showing the correction.
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**Site - Level Findings: Creative Life Preparatory School (0010)**

400 - Meal Components and Quantities - Breakfast	V-0400	The daily minimum quantity of grains is not being met.	Revise menus to ensure that the daily minimum of grain is being offered.
400 - Meal Components and Quantities - Lunch	V-0400	The daily fruit offering for high school students does not meet the minimum of 1 cup.	Revise menus to offer the correct daily minimums of fruit for high school students.
400 - Meal Components and Quantities - Lunch	V-0400	The daily fruit offering for high school students does not meet the minimum of 1 cup. The daily grain offering for high school students, on some days, does not meet the minimum. Weekly vegetable subgroups were not met.	Revise menus to offer the correct daily minimums of fruit and grains and weekly vegetable subgroups. Complete production records correctly to document and reflect that daily and weekly minimums are being met.